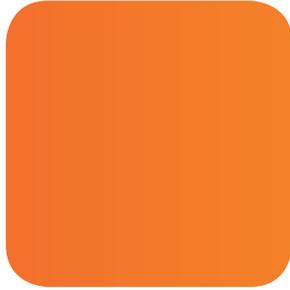


# NIBRS Readiness Assessment Guide

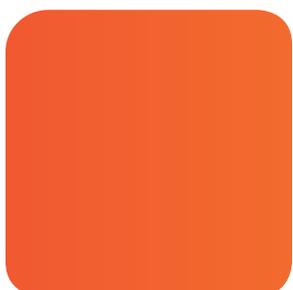
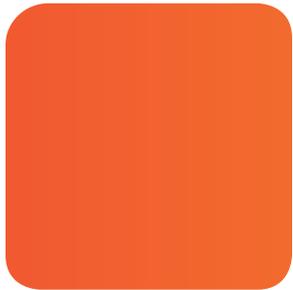
## Implementing an Incident-Based Crime Reporting System



**NCS-X Implementation Team**

*October 2016*

*Version 1.0*



# National Crime Statistics Exchange (NCS-X): NIBRS Readiness Assessment Guide

## Background

The Bureau of Justice Statistics (BJS), with support from the Federal Bureau of Investigation (FBI), is spearheading the National Crime Statistics Exchange (NCS-X), an initiative designed to generate nationally representative, incident-based data on crimes reported to U.S. law enforcement agencies. NCS-X will supplement the existing National Incident-Based Reporting System (NIBRS) data by recruiting a sample of 400 agencies to provide their incident data to their state (or the federal) NIBRS data collection program.

The NCS-X Initiative uses a readiness assessment process to help determine how close an agency is to meeting the NIBRS standard. The information learned through the readiness assessment (RA) is then used by the agency, their records management system (RMS) service provider, and their state's Uniform Crime Reporting (UCR) program to determine what changes need to be made by the agency and the general cost to make the changes to be NIBRS compliant.

This *NIBRS Readiness Assessment Guide* provides materials and information for state UCR programs to plan for and conduct readiness assessments of local agency contributors as part of the NCS-X Initiative. In addition, as states move toward full NIBRS reporting, this guide can be extended to assist with determining the feasibility and approach of migrating smaller, non-NCS-X agencies to an incident-based reporting (IBR) process. Included with this overview document, this guide consists of the following documents:

- **Readiness Assessment Planning and Cost Guide** — This document is intended to help state programs estimate costs and project budget requirements for conducting the RAs. This information is provided as a reference of costs that should be considered when planning the RA for any given agency. Local conditions and geography may dictate longer or shorter periods of travel time and state UCR programs should adjust as needed. As always, BJS, FBI-Criminal Justice Information Services (CJIS), and members of the NCS-X implementation team (Team) are available upon request to participate in the RAs if needed. For your reference, an overview of the technical assistance the Team can provide is also attached.
- **Sample Contact E-mail** — This generic contact e-mail is written from the point of view of the state UCR program. It provides information about the NCS-X Initiative and describes the readiness assessment. This e-mail can be tailored to fit the needs of your outreach efforts with the NCS-X sample agencies in your state.
- **Sample Readiness Assessment Agenda** — The generic sample agenda can be used as a guide for structuring the on-site readiness assessments with local law enforcement agencies. Many RAs can be completed in 4 hours or less, but may take longer depending on agency personnel availability and the extent of the issues to be discussed. Each agency is unique in terms of their ability to commit resources to the process and should be addressed accordingly. The sample agenda attached is for a large agency that held a fairly comprehensive all-day meeting and contains recommended examples of agency participants. It should be modified as necessary when being used for a smaller police agency or agency that hosts an RMS for multiple police departments.

- **Agency NIBRS Readiness Self-Assessment Form** —The agency NIBRS readiness self-assessment document can be provided to and completed by local agencies. If completed prior to the meeting, it can streamline the interaction and allow the parties to focus on the gaps in the data collected by the local agency and the data needed to meet the state IBR requirements. In addition, issues concerning the report entry process, agency data policy, and technical systems that can negatively affect data quality can be identified and moved toward resolution before the full transition evaluation process begins.
- **NIBRS Readiness Assessment Report Template** – Following the readiness assessment, a report is developed that documents what was learned. This template provides the different sections that the readiness assessment report should contain and provides prompts to show what content should be included in each section.

### NCS-X Readiness Assessment Overview

A NIBRS RA is a detailed review of an agency’s ability to collect crime incident data that are compliant with the NIBRS standard. This assessment is normally done under the direction of the state UCR program as they plan for each submitting agency’s transition into a NIBRS reporting agency. It is important to note that state UCR programs need to identify any additional data elements beyond the standard NIBRS requirements that local agencies must collect as part of their future reporting process.

Correspondingly, local agencies must account for these additional data elements in their internal assessment. A standard readiness assessment consists of one to two planning meetings via telephone prior to the on-site assessment, which is conducted in partnership with the appropriate agency staff and the state’s UCR program. Following the on-site assessment, a report is prepared that summarizes the findings of the readiness assessment. The completed on-site readiness assessment will:

1. Review the agency’s crime incident reporting form(s) to assess whether all of the NIBRS data elements (both federal NIBRS reporting requirements and the state NIBRS reporting elements, if any) are being collected in proper form and content, and to identify any gaps.
2. Review in detail the agency’s business practices for collecting, entering, and reviewing crime incident data. This review of incident reporting business practices includes line officers completing incident reports in the field, supervisor reviews of the completed forms, and records management staff reviewing, editing, and processing of the incident reports.
3. Review the RMS edit checks to determine the extent to which the NIBRS required edits (including the conditional edits) are already included in the data entry capture or subsequent validation.
4. Determine if a data extract capability exists or, if it does not, evaluate the level of effort required to create an extract program that would pass certification with the state/FBI requirements.
5. Review the RMS schema to determine if the 52 NIBRS data elements required by the FBI are already defined within the existing database and determine which are not already included, and conduct a similar analysis on state reporting standards, if any.

6. Assess the level of effort required, from both a technical and an operational perspective, to transition the agency to NIBRS reporting and provide a recommendation on the most efficient path. This may be an extensive analysis requiring research and planning on the part of the agency, and further assessment on fundamental changes in crime reporting business practices.
7. Brief the agency's executive leadership team on the findings of the assessment and recommendations on potential paths forward.
8. Prepare a report summarizing the findings and recommendations, which is reviewed with the agency to ensure accuracy and agreement.
9. Provide a foundation for ongoing engagement between the state UCR program and the local agency as they finalize their NIBRS transition plans, including identifying resource issues and technical barriers to reporting NIBRS data and addressing any gaps identified during the assessment.

To help prepare for the on-site assessment, it is helpful if the state UCR program can obtain the following information from the local agency:

- Name of the agency's executive sponsor and the point of contact who will be responsible for planning and scheduling the RA visit;
- Copies of the printed incident report and the associated data entry screens;
- Identification of the agency's RMS brand; current installed version; technical architecture, including mobile reporting components; and a soft copy of the RMS database schema, including database format, if available;
- Contact information for an agency or vendor staff member knowledgeable in the RMS schema, tables and field mappings, and conventions used for data entry and quality control; and
- Contact information for an agency staff member who knows the process for both creating incident reports and the internal process for quality and accuracy review. It also helps to have a staff member identified who has a complete understanding of the editing and validation principles currently deployed within the RMS.

The agency can expect the following deliverables after the readiness assessment is completed:

- An executive briefing (if needed) upon completion of the assessment;
- A report summarizing the assessment with details about steps required to become NIBRS conformant and an estimate of the resources that would be needed; and
- Further technical assistance upon confirmation of agency participation in NCS-X (as agreed to by BJS).

# NCS-X Technical Readiness Assessment: Staffing Needs and Establishing Costs

## Purpose

The purpose of this document is to provide state Uniform Crime Reporting (UCR) program staff with information on how readiness assessments (RAs) conducted as a part of the National Crime Statistics Exchange (NCS-X) Initiative should be staffed and how travel costs can be estimated. The document describes how to conduct RAs, the staffing mix that is needed for RAs, including suggested labor hours, and the travel costs to consider when planning an RA. Along with this document, state UCR programs should also refer to the “NCS-X TA Overview,” “NCS-X Readiness Assessment Sample Agenda,” and “NCS-X Readiness Assessment Agency Self-Assessment Form” documents.

## Staffing Needs

NCS-X RAs generally require a minimum of two individuals with either complementary or overlapping skill sets to conduct an on-site RA. Of these two individuals, one should fill a more programmatic role to speak to broader issues around National Incident-Based Reporting System (NIBRS) and the state’s UCR program. The second individual should have detailed technical knowledge about the NIBRS standard, any state-specific reporting requirements, and the systems at the state level that are used to collect and report NIBRS data. These roles are described in more detail below.

It should be noted, however, that additional executive-level staff may be required when conducting a RA with an agency that is either unfamiliar with NIBRS or, more often, has expressed reluctance about transitioning to NIBRS. For agencies that are not already committed to transitioning to NIBRS, it can be helpful to have a senior-level individual, such as the state UCR program director and/or the director of the agency responsible for the state UCR program, participate in the RA to demonstrate the state’s commitment to implementing or expanding NIBRS.

On-site RAs include both a programmatic overview/discussion and a technical discussion that require a couple of different roles in most cases. These roles are

- *UCR Program Representative:* The individual who serves in this role is responsible for coordinating the logistics of the site visit and providing the overarching goals of the state reporting program. While onsite, this person provides a high-level overview of what incident-based reporting entails, describes the state’s incident-based reporting program, discusses how the NCS-X Initiative fits into NIBRS, and explains what the FBI’s sunset of Summary UCR means for law enforcement agencies. Finally, this individual is responsible for assisting with producing the RA report. This person also documents contextual information about the agency that might affect its ability to participate in NIBRS. Examples include
  - the agency just got a new chief, there are political issues with local elected officials that must be navigated, etc.;
  - the agency’s willingness to transition to incident-based reporting; and
  - feedback from the agency after they have reviewed the report.

For time commitments for this person, assume that they will spend 3 to 4 hours preparing for the on-site assessment, which includes one to two introductory/planning calls with the agency, 8 hours for the on-site assessment (assuming travel on a single day with no overnight travel), and 4 to 6 hours post-assessment to produce the RA report and conduct any follow-up with the site.

- *Technical Representative*: The individual who serves in this capacity is responsible for two main tasks: 1) documenting the current technical capacity of the agency, and 2) determining, in conjunction with agency staff and the agency's records management system (RMS) service provider, what is required of that agency to build their capacity to collect and report incident-based data that meet NIBRS and state standards. This role requires a detailed understanding of the state program's IBR system/repository and the technical background to assess the capabilities the agency's RMS. Lastly, this individual is responsible for writing the technical portion of the RA report and documenting agency capabilities in the RA form. For time commitments for this person, assume that they will spend 2 hours preparing for the on-site assessment, which includes reviewing the self-assessment form that the agency will complete prior to the on-site assessment, 8 hours for the on-site assessment (assuming travel on a single day with no overnight travel), and 3 to 4 hours post-assessment to produce the RA report and conduct any follow-up with the site.

## Travel Costs

Unless it is a particularly complex agency, most RAs can be completed in around 4 hours so either a morning or afternoon meeting with the agency will suffice. RAs can be completed via teleconference or web-based meeting, but the NCS-X believes this approach should be used for agencies that, based on their self-assessment form, are already very close to being able to report NIBRS data and that are already committed to transitioning to NIBRS. For other agencies, an in-person assessment is important for relationship building and being able to sit down with the agency's technical staff and review their RMS, including a detailed review and demonstration of the system.

For state programs projecting travel budgets, many agency assessments will only require local travel and can be accomplished in a single day limiting hotel expenses. However, state geography and travel logistics will dictate when overnight travel is required. State programs utilizing NCS-X funding for these overnight expenses should be prepared to justify their necessity. In addition, state programs should consult their travel expense policy for calculating overall travel budgets. Federal per diem rates to calculate travel costs are available at <http://www.gsa.gov/portal/content/104877>.

<John> <Jones>  
<Chief of Police>  
<Anytown Police Department>  
<Anytown, ST 55555>

Dear <Chief of Police> <Jones>,

I am writing to you today to make you aware of an important and substantial change to the <State> Uniform Crime Reporting (UCR) program. As you are aware, our UCR program is managed within the Records Division of the <State> State Police. My office works very closely with <PD-Records Manager> from your department's Records Division on the submission of your monthly crime statistics before we file our state-level data with the Federal Bureau of Investigation (FBI). I wanted to commend your UCR staff on the excellent job they are doing and their ongoing willingness to work with or local, state, and federal partners in this important program. That strong relationship continues to support the ability for all of us to provide accurate and up-to-date statistics and information to our communities.

With support from the International Association of Chiefs of Police (IACP), Major City Chiefs Association (MCCA), National Sheriffs Association (NSA), and Major County Sheriffs Association (MCSA), the FBI has publicly announced its intention to sunset the national UCR program and transition all law enforcement agencies to the National Incident-Based Reporting System (NIBRS) reporting format. FBI Director Comey has set a January 1, 2021, transition timetable to achieve this reporting transformation, which will eliminate the summary reporting system and replace it with an incident-based format reporting all offenses within a given criminal incident.

In conjunction with this transition, the Bureau of Justice Statistics (BJS), in partnership with the FBI, is implementing the National Crime Statistics Exchange (NCS-X) Initiative. NCS-X is a strategic expansion in the number of agencies that currently participate in NIBRS so that nationally representative incident-based data on crimes reported to law enforcement agencies can be produced. NCS-X will recruit a sample of 400 law enforcement agencies to supplement the existing 6,500 agencies reporting NIBRS data by providing their incident data to their state (or the federal) NIBRS data collection program.

When data from these 400 agencies are combined with data from the more than 6,500 agencies that currently report NIBRS data to the FBI, NIBRS will be able to produce national estimates of crime that can be disaggregated by victim-offender characteristics, the circumstances of the event, victim-offender relationship, and other important elements of criminal events. More information about NCS-X can be found at <http://www.bjs.gov/content/ncsx.cfm> and <http://www.iacp.org/ncsx>.

Your agency, <Anytown PD>, was selected as one of the 400 agencies included in the NCS-X sample, and we would like to begin the planning process to transition your agency to NIBRS.

The NCS-X Initiative is assisting the states and 400 law enforcement agencies included in the NCS-X sample through this transition process by providing grant funding opportunities and technical assistance. Our <State> UCR program has been working with the staff members from the NCS-X Implementation Team to **<increase our capacity for NIBRS participation from local agencies in our state OR transition our repository and contributors to the NIBRS reporting model>**.

The intent of the initial process is to help <Anytown PD> understand the benefits of NIBRS, know what you would need to do to become NIBRS compliant (both technically and operationally), and produce the technical, resource, and schedule/budget projections needed to transform your agency's crime reporting process. This planning and evaluation process would be done at no cost to your agency, and would take the form of an on-site "readiness assessment" visit with members of my staff and support, as needed, from the NCS-X team. NCS-X support can include members of the FBI; BJS; IACP; SEARCH, The National Consortium for Justice Information and Statistics;

and/or the IJIS Institute, as well as contracted support from RTI International as required. To apply for any federal grant under the NCS-X program, local police agencies must undergo this readiness assessment to establish their funding eligibility.

Please kindly review the linked information about the NCS-X Initiative. I am available to answer any questions that you or members of your department may have about the NCS-X Initiative or the NIBRS program. With your concurrence, we would like to begin this process by scheduling the readiness assessment for **<Anytown PD>** within the next 60 days and can work out the details with **<PD-Records Manager>**.

Thank you in advance for your support to this transition and we look forward to working with your agency on this important initiative.

Sincerely,

**NCS-X Technical Readiness Assessment:  
<Sample Agency> Police Department  
SAMPLE AGENDA  
<DATE>**

**Location:** Police Headquarters - <facility address including meeting room location>

**Agency Contact:** Major Smith (Phone); Records Manger Jones (Phone)

**Purpose:**

- To discuss the NCS-X Initiative and <Agency Name>'s transition to a NIBRS reporting agency and understand the role that the identified sample agencies play in NCS-X/NIBRS program.
- To better understand the agency's challenges and concerns with transitioning to NIBRS.
- To review data collected by the agency to determine NIBRS reporting capabilities.
- To ensure both the agency and NCS-X staff have a complete understanding of the department's current reporting capabilities and the changes required to transition to a NIBRS reporting agency.

**Agency Participants: (suggested - adjust as required to specific agency organizational structure)**  
 Command Staff                      UCR Staff  
 Operational Staff                      Records Staff  
 IT/Systems Staff                      Records Management System (RMS) vendor Project Lead  
 Others as needed...

State UCR program manager  
 State UCR program technical support staff  
 Potential NCS-X Implementation Team staff as required, including BJS and FBI

	Topic	Agency Participants
9:30–9:45	Introductions and overview of NCS-X Program and its goals and requirements	Police agency command staff Police agency operational staff
9:45–10:30	Analysis of current data collection, workflow, and data entry processes. Participants will discuss current field reporting procedures, including paper vs. electronic reporting, data entry activities, and supervisor and/or records staff review procedures. The purpose of this session is to identify if business processes will need to be changed to support NIBRS reporting (e.g., collecting multiple offenses within a single incident report, procedure for reviewing reports, etc.).	Police agency operational staff UCR staff
10:30–11:30	Analysis of NIBRS data elements and data validation requirements. Participants will review technical documentation for the agency's incident RMS and other data systems to identify if the NIBRS data elements are captured or can be derived, and what steps are required to fulfill NIBRS data validation rules and requirements. If possible, this session should include a demonstration of the department's current RMS solution.	System expert users UCR staff Database designers/ content experts Application development staff
11:30–11:45	Identification of data extraction and transformation capabilities. Identify tools and technologies available to extract data from the RMS, validate NIBRS edit rules, and submit data.	Database designers Application development staff
11:45–12:15	Discuss non-technical issues surrounding incident-based crime data collection, analysis, and reporting	Command and operational staff, planners/cost analysts, application development, and training staff
12:15–12:30	Conclusion and next steps. Participants will have a preliminary discussion of costs to achieve NIBRS reporting and plan for next steps. An overview of planning and funding opportunities will also be provided.	Command and operational staff, planners/cost analysts, application development, and training staff

# NCS-X NIBRS Readiness Assessment

The intent of this readiness assessment is to gain an understanding of the capabilities and barriers that exist in your agency with regards to collecting and reporting crime incident data according to the FBI's NIBRS standard. Please note that some states have additional incident-based reporting requirements beyond the Federal NIBRS standard presented in this self-assessment tool. Please check with your state UCR program to determine what, if any, additional incident-based reporting requirements may exist for your state.

The following questions are intended to help identify and understand the existing system(s) that would be used by your agency to capture and report NIBRS data. These systems could include your Records Management System, a field-based data entry system, or a computer aided dispatch system. Answers to these questions will assist the NCS-X team, in conjunction with your agency, in developing a general cost estimate for implementing NIBRS reporting in your agency which will also help BJS understand where investments need to be made to meet reporting requirements for the agencies included in the NCS-X sample.

**Instructions:** Please complete this questionnaire for each system your agency uses that may provide incident information in support of reporting data according to the NIBRS standard. Please answer questions to the best of your ability. If any question is not applicable to the particular system, please write "N/A".

**Agency Name:**

**Respondent(s):**

**Date:**

## Overview

This section asks about the name of the system being assessed and the primary functions and users of the system.

1. What is the name of the existing system?

2. What are the primary functions of the system?
3. Who are the system users?

According to the survey you completed for NCS-X that asked about your ability to collect information according to the NIBRS standard, your response noted the following about major aspects of the NIBRS standard. Please confirm these responses.

<b>NIBRS Standard Requirement</b>	<b>Your Agency's Response</b>
Able to collect information about all offenses in an incident	
Detailed offense code assigned to each offense in an incident	
Demographic information stored for each victim in an incident	
Victim injury stored for each victim in an incident	
Demographic information stored for each known offender in an incident	
Relationship between each victim and offender stored for all offenses in an incident	
Track multiple clearances	
Track whether an incident was exceptionally cleared	
Record and store exceptional clearance date	

4. Please review the NIBRS elements in the below table to determine if and how the system collects and stores each NIBRS element. Each of these data elements is described in detail in the NIBRS user manual available at <http://www.fbi.gov/about-us/cjis/ucr/nibrs/nibrs-user-manual>.

<b>Data Element #</b>	<b>Description</b>	<b>NIBRS Code Values</b>	<b>Data are collected or can be derived (C/D/No)</b>	<b>Comments</b>
1	ORI	0-9, A-Z		

<b>Data Element #</b>	<b>Description</b>	<b>NIBRS Code Values</b>	<b>Data are collected or can be derived (C/D/No)</b>	<b>Comments</b>
2	Incident Number	0-9, A-Z		
2A	Cargo Theft	Y/N		
3	Incident Date	YYYYMMDD		
4	Cleared Exceptionally	A = Death of Offender. B = Prosecution Declined (by the prosecutor for other than lack of probable cause). C = In Custody of Other Jurisdiction. D = Victim Refused to Cooperate (in the prosecution). E = Juvenile/No Custody (the handling of a juvenile without taking him/her into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense, such as petty larceny). N = Not Applicable (not cleared exceptionally)		
5	Exceptional Clearance Date	YYYYMMDD		
6	UCR Offense Code	3-Character Alphanumeric		
7	Offense Attempted/Completed	A = Attempted C = Completed		
8	Offender Suspected of Using	A = Alcohol C = Computer Equipment D = Drugs/Narcotics N = Not Applicable		
8A	Bias Motivation	2 character numeric		
9	Location Type	2 character numeric		
10	Number of Premises Entered	Mandatory when Data Element 6 (UCR Offense Code) is 220 = Burglary/Breaking & Entering and Data Element 9 (Location Type) is 14 = Hotel/Motel/Etc. or 19 = Rental Storage Facility.		
11	Method of Entry	F = Force N = No Force		
12	Type Criminal Activity/Gang Information	B = Buying/Receiving C = Cultivating/Manufacturing/Publishing (i.e.,		

Data Element #	Description	NIBRS Code Values	Data are collected or can be derived (C/D/No)	Comments
		production of any type) D = Distributing/Selling E = Exploiting Children O = Operating/Promoting/ Assisting P = Possessing/Concealing T = Transporting/Transmitting/Hauling U = Using/Consuming Gang Information J = Juvenile Gang G = Other Gang N = None/Unknown		
13	Type Weapon/Force Involved	11 = Firearm 12 = Handgun 13 = Rifle 14 = Shotgun 15 = Other Firearm 20 = Knife/Cutting instrument 30 = Blunt Object 35 = Motor Vehicle 40 = Personal Weapons 50 = Poison 60 = Explosives 65 = Fire/Incendiary Device 70 = Drugs/Narcotics/Sleeping Pills 85 = Asphyxiation 90 = Other 95 = Unknown 99 = None		
14	Type Property Loss/Etc.	1 =None 2 = Burned (includes damage caused in fighting the fire) 3 = Counterfeited/Forged 4 = Destroyed/Damaged/Vandalized		

Data Element #	Description	NIBRS Code Values	Data are collected or can be derived (C/D/No)	Comments
		5 =Recovered (to impound property that was previously stolen) 6 = Seized (to impound property that was not previously stolen) 7 = Stolen/Etc. (includes bribed, defrauded, embezzled, extorted, ransomed, robbed, etc.) 8 =Unknown		
15	Property Description	2-Character Numeric		
16	Value of Property	\$0-\$999,999,999		
17	Date Recovered	YYYYMMDD		
18	Number of Stolen Motor Vehicles.	2-Character Numeric		
19	Number of Recovered Motor Vehicles	2-Character Numeric		
20	Suspected Drug Type	A = Crack Cocaine B = Cocaine (All forms except Crack) C =Hashish D =Heroin E = Marijuana F = Morphine G = Opium H = Other Narcotics I =LSD J =PCP K = Other Hallucinogens L = Amphetamines/Methamphetamines M = Other Stimulants N = Barbiturates O = Other Depressants P = Other Drugs U = Unknown Drug Type		

<b>Data Element #</b>	<b>Description</b>	<b>NIBRS Code Values</b>	<b>Data are collected or can be derived (C/D/No)</b>	<b>Comments</b>
		X = Over 3 Drug Types		
21	Estimated Drug Quantity	12-Character Numeric		
22	Type Drug Measurement	DU = Dosage Units/Items FO = Fluid Ounce GL= Gallon GM = Gram KG = Kilogram LB = Pound LT = Liter ML= Milliliter NP = Number of Plants OZ = Ounce XX= Not Reported		
23	Victim Sequence Number			
24	Victim Connected to UCR Offense Code	3-Character Alphanumeric		
25	Type of Victim	B = Business F = Financial Institution G = Government I = Individual L = Law Enforcement Officer O =Other R = Religious Organization S = Society/Public U= Unknown		
25A	LEOKA – Type of Officer Activity/Circumstance	01 =Responding to Disturbance Call (Family Quarrels, Person with Firearm, Etc.) 02 = Burglaries in Progress or Pursuing Burglary Suspects 03 =Robberies in Progress or Pursuing Robbery Suspects 04 = Attempting Other Arrests 05 = Civil Disorder (Riot, Mass Disobedience)		

Data Element #	Description	NIBRS Code Values	Data are collected or can be derived (C/D/No)	Comments
		06 = Handling, Transporting, Custody of Prisoners 07 = Investigating Suspicious Persons or Circumstances 08 = Ambush-No Warning 09 = Handling Persons with Mental Illness 10 = Traffic Pursuits and Stops 11 = All Other		
25B	LEOKA – Officer Assignment Type	For Uniformed Law Enforcement Officers: F = Two-Officer Vehicle G = One-Officer Vehicle (Alone) H = One-Officer Vehicle (Assisted) For Non-uniformed Officers: I = Detective or Special Assignment (Alone) J = Detective or Special Assignment (Assisted) For Law Enforcement Officers Serving in Other Capacities (foot patrol, off duty, etc.): K = Other (Alone) L = Other (Assisted)		
25C	LEOKA – Officer – ORI Other Jurisdiction	9-Character Alphanumeric		
26	Age of Victim	NN = Under 24 Hours NB = 1- 6 Days Old BB = 7- 364 Days Old 01- 98 = Years Old 99 = Over 98 Years Old OO = Unknown		
27	Sex of Victim	F = Female M = Male U = Unknown		
28	Race of Victim	W = White B = Black or African American I = American Indian or Alaska Native A = Asian		

Data Element #	Description	NIBRS Code Values	Data are collected or can be derived (C/D/No)	Comments
		P = Native Hawaiian or Other Pacific Islander U= Unknown		
29	Ethnicity of Victim	H = Hispanic or Latino N = Not Hispanic or Latino U=Unknown		
30	Resident Status of Victim	N = Nonresident R= Resident U=Unknown		
31	Aggravated Assault/Homicide Circumstances	13A = Aggravated Assault 09A = Murder and Nonnegligent Manslaughter (enter up to two) 01 = Argument 02 = Assault on Law Enforcement Officer 03 = Drug Dealing 04 = Gangland (Organized Crime Involvement) 05 = Juvenile Gang 06 = Lovers' Quarrel 07 = Mercy Killing (Not applicable to Aggravated Assault) 08 = Other Felony Involved 09 = Other Circumstances 10 = Unknown Circumstances 09B = Negligent Manslaughter (enter only one) 30 = Child Playing With Weapon 31 = Gun-Cleaning Accident 32 =Hunting Accident 33 =Other Negligent Weapon Handling 34 =Other Negligent Killing 09C = Justifiable Homicide (enter only one) 20 = Criminal Killed by Private Citizen 2 I = Criminal Killed by Police Office		
32	Additional Justifiable Homicide Circumstances	A = Criminal Attacked Police Officer and That Officer Killed Criminal		

Data Element #	Description	NIBRS Code Values	Data are collected or can be derived (C/D/No)	Comments
		B = Criminal Attacked Police Officer and Criminal Killed by Another Police Officer C = Criminal Attacked a Civilian D = Criminal Attempted Flight From a Crime E = Criminal Killed in Commission of a Crime F = Criminal Resisted Arrest G = Unable to Determine/Not Enough Information		
33	Type Injury	N = None B = Apparent Broken Bones I = Possible Internal Injury L = Severe Laceration M = Apparent Minor Injury O = Other Major Injury T = Loss of Teeth U = Unconsciousness		
34	Offender Number to be Related	2-Character Numeric		
35	Relationship of Victim to Offender	SE= Victim Was Spouse CS = Victim Was Common-Law Spouse PA = Victim Was Parent SB= Victim Was Sibling CH= Victim Was Child GP= Victim Was Grandparent GC = Victim Was Grandchild IL= Victim Was In-law SP = Victim Was Step-parent SC =Victim Was Step-child SS = Victim Was Step-sibling OF= Victim Was Other Family Member AQ = Victim Was Acquaintance FR= Victim Was Friend NE= Victim Was Neighbor		

Data Element #	Description	NIBRS Code Values	Data are collected or can be derived (C/D/No)	Comments
		BE= Victim Was Babysitter BG= Victim Was Boyfriend/Girlfriend CF = Victim Was Child of Boyfriend/Girlfriend HR = Homosexual Relationship XS = Victim Was Ex-Spouse EE= Victim Was Employee ER= Victim Was Employer OK= Victim Was Otherwise Known RU= Relationship Unknown ST = Victim Was Stranger VO= Victim Was Offender		
36	Offender Sequence Number	2-Character Numeric		
37	Age of Offender	01- 98 = Years Old 99 = Over 98 Years Old OO = Unknown		
38	Sex of Offender	F = Female M=Male U= Unknown		
39	Race of Offender	W = White B = Black or African American I= American Indian or Alaska Native A = Asian P = Native Hawaiian or Other Pacific Islander U= Unknown		
39A	Ethnicity of Offender	H = Hispanic or Latino N = Not Hispanic or Latino U=Unknown		
40	Arrestee Sequence Number	2-Character Numeric		
41	Arrest Transaction Number	12-Character Alphanumeric		
42	Arrest Date.	YYYYMMDD		
43	Type of Arrest	0 = On-View Arrest		

Data Element #	Description	NIBRS Code Values	Data are collected or can be derived (C/D/No)	Comments
		S = Summoned/Cited T = Taken Into Custody		
44	Multiple Arrestee Segments Indicator	C = Count Arrestee M = Multiple N = Not Applicable		
45	UCR Arrest Offense Code	3-Character Alphanumeric		
46	Arrestee Was Armed With	01 = Unarmed 11 = Firearm (type not stated) 12 = Handgun 13 =Rifle 14 = Shotgun 15 = Other Firearm 16 = Lethal Cutting Instrument 17 = Club/Blackjack/Brass Knuckles		
47	Age of Arrestee	01- 98 = Years Old 99 = Over 98 Years Old OO = Unknown		
48	Sex of Arrestee	F = Female M=Male		
49	Race of Arrestee	W = White B = Black or African American I= American Indian or Alaska Native A =Asian P = Native Hawaiian or Other Pacific Islander U=Unknown		
50	Ethnicity of Arrestee	H = Hispanic or Latino N = Not Hispanic or Latino U=Unknown		
51	Resident Status of Arrestee	R = Resident N = Nonresident U=Unknown		

Data Element #	Description	NIBRS Code Values	Data are collected or can be derived (C/D/No)	Comments
52	Disposition of Arrestee Under 18	H = Handled Within Department R = Referred to Other Authorities		
53	Animal Cruelty	A = Simple/Gross Neglect (failure to provide food, water, shelter, veterinary care, or intentionally or knowingly withholding food or water) I = Intentional Abuse and Torture F = Organized Abuse (dog fighting and cock fighting) S = Animal Sexual Abuse (bestiality)		Effective January 1, 2016

5. Does the application or system enforce any of the NIBRS data edit and validation checks at the time of data entry? The full list of data edit checks is available at [http://www.fbi.gov/about-us/cjis/ucr/nibrs\\_technical\\_specification\\_version\\_1.0\\_final\\_04-16-2012.pdf](http://www.fbi.gov/about-us/cjis/ucr/nibrs_technical_specification_version_1.0_final_04-16-2012.pdf).
6. Does your current system create or have the ability to create a NIBRS or UCR report/export file?
  - a. If yes, in what format? How done?
  - b. If no, how do you report NIBRS? State website? Other?
  - c. What reporting methods are available for submitting UCR/NIBRS data?
7. Does your state have additional incident based reporting requirements (e.g., ONIBRS in Oregon) that would need to be met beyond the federal NIBRS standard? If yes, does the system have the ability to capture these additional data elements?

## General System Information

The purpose of this section is to develop an overview of the system being reviewed to better understand its design and use with respect to collecting and reporting NIBRS data. **If a vendor is responsible for development work, questions 16 – 20 are optional.**

8. At what location is the system hosted?

9. Who is responsible for the daily operation, management, and availability of the system?
10. Who is responsible for development work on the system? If a vendor performs this work, then provide name of the vendor.
11. What are the availability requirements of the system?
12. What is the network connectivity to the system (assuming a web-based or client-server system)? Is the system connected to the Internet? Describe how you share information from your system with outside organizations (DA, state, etc.).
13. Are there logging and auditing requirements for the system? Do you need to know who accessed what information and when it was accessed? If so, how are they implemented?
  
14. On which programming platform/language (Java, .NET, COBOL, etc.) was the system developed?
15. Which version of the programming platform/language does the system use?
16. On what operating system does the system run?
17. What brand and version of database does the system use?
18. What type of application server does the system use (Websphere, Oracle Application Server, JBoss, Weblogic, Windows IIS, etc.)?

## **Information Exchanges/Sharing Capabilities**

The purpose of this section is to better understand the system's ability to share and exchange data which is an inherent part of the NIBRS reporting standard.

19. Do you currently participate in any information exchanges that utilize this system? Please identify the information exchanges (answer a - e for each exchange)?

d. Name of exchange:

e. Is the exchange batch or real-time?

f. How is the exchange implemented (FTP, E-mail, EDI, Web Services, etc.)?

g. Does the system provide or consume information or both?

h. What access method is used to extract data from or load data into your system?

20. Describe all of the methods available to access the database/data on your system other than through the user interface?

i. Does the system expose key functionality (processes or data edits) through APIs?

i. Are those APIs published?

ii. Does your organization have the documentation for the APIs?

iii. How have you used?

j. Does the application allow data access using direct database connectivity? (e.g., ODBC)

k. Does the application allow data access using Stored Procedures (SQL)?

21. Where are data edits and business rules applied: user interface, database layer, middle tier?

22. What messaging mechanisms are available in your system (FTP, RPC, Web Services, Messaging)?

23. What capabilities does the system have for triggering information exchange? How would the system generate and send web services calls or other messages (data exchanges) based on the occurrence of events or other triggers in the application?

## Staffing/Resources

The purpose of this section is to understand how data is entered into the system and the extent to which staff members in your department can work within the system.

24. How is crime incident data currently entered into this system? By an officer? By a central data processing staff?
25. Are any of the data first collected via a paper form and then entered into the system?
26. If moving to NIBRS would entail significantly more data collection for each crime incident than is currently being done, how will training needs be affected?
27. If internal staff will be responsible for development work, how experienced are staff members with the application architecture and/or code of the system?
28. If internal staff will be responsible for development work, how experienced are staff members with producing data extracts and in loading data provided through external means?
29. How experienced are staff members/vendors with designing, coding, implementing and maintaining information exchanges?
  - a. Have they used Web Services? If not, what tools and techniques have they used?
  - b. To which, if any, web services specifications (WS-I BP, WS-Addressing, WS-Reliable Messaging, etc.) does the system currently conform? Which version of the specification does the system support?
  - c. Does your organization have plans for adopting web services standards for information exchange? If so, which web services standards will be used, and how will they be implemented?

**Notes:**

# National Crime Statistics Exchange (NCS-X) Project

## NIBRS Readiness Assessment Report

### Sample Police Department

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*Insert report date here*

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A team from the <<state UCR program>> met with personnel from the <<Sample Police Department (SPD)>> on <<insert date>> to document the extent to which existing and planned capabilities of the <<SPD>> records management and related systems could support the submission of NIBRS data to the <<state UCR program>> should the department choose to do so.

<<Insert SPD>> representatives included: <<insert SPD attendee names and job titles here>>

The representatives from the <<insert State UCR Program>> participating in the assessment were: <<insert State UCR Program attendee names and job titles here>>

**Note: It is helpful to have a sign-in sheet available. This will serve as documentation and provide contact information in the event it is needed. The sheet should have the following columns:**

<b>Name</b>	<b>Title</b>	<b>Telephone</b>	<b>Email</b>
<i>Jane Doe</i>	<i>Chief</i>	<i>555-555-5555</i>	<i>jane.doe@samplepd.gov</i>

#### Overview

<<SPD>> is comprised of approximately <<###>> sworn officers and <<###>> civilian personnel who serve a population of approximately <<###>> citizens. The current records management system (RMS) <<which is/is not>> NIBRS compliant was created by <<in-house staff/vendor name>>. There are <<###>> active users at any one time. The name of the RMS is <<insert name here>>, and system development, operations, and management functions are performed by <<internal/vendor>> staff.

- Describe the primary functions of the existing system, including whether or not the system collects multiple offenses per incident.
- Describe the primary users of the RMS. Examples include, but are not limited to
  - Officers
  - Supervisory personnel
  - Investigators

- Records staff
- Crime analysts
- Others
- Describe current process for creating Incident/Offense (IO) and Arrest reports. Examples include, but are not limited to
  - Reports are taken on paper in the field and data entry is performed at the station
  - Reports are taken electronically in the field and uploaded to a centralized database
  - Combination of paper-based and electronic reporting
- Describe how reports are currently reviewed to produce summary UCR submissions. Examples include, but are not limited to
  - Records staff reviews each report individually to compile summary UCR statistics.
  - Supervisors approve reports with minimal additional review from records staff.
  - RMS system produces summary UCR statistics with minimal staff intervention.
- Describe how automated data edits and business rules are applied (e.g., user interface, database layer, and/or middle tier).
- Describe how data are stored (e.g., Microsoft SQL Server, MySQL, Oracle, etc). Describe whether this is expected to change as a part of making the transition to NIBRS.
- Describe the RMS hosting environment
  - Web based/client server/other
  - On site/private cloud/city or county IT Department
  - Windows Server/Linux Server/other
- Describe the availability requirements of the system (e.g., 24/7).
- Describe which NIBRS data elements are collected by the existing RMS and where any gaps exist. (This should be documented in Appendix A.)
- Describe whether moving to NIBRS would require significantly more data collection for each crime incident.

***Note: It is helpful to have a live demonstration of the current RMS during the readiness assessment in addition to having access to the database schema and other technical documentation. During the demo, the state UCR program staff can see which NIBRS data elements and values are included and any automated enforcement of validation rules.***

### Logging Capabilities

- Describe how the system captures each time a case is created, modified, viewed, or approved. Describe what information is captured.
  - Date/time stamp
  - User ID
  - Before and after values
- Describe who can make changes to reports.
- Can a report be deleted once it has been approved? If so, describe who can delete reports. Describe what kind of approval is required to delete reports (e.g., written request to command staff).

## Information Exchanges/Data Sharing Capabilities

- Do you currently participate in any information exchanges that utilize this system? Please identify the information exchanges. This bullet may be repeated to list all of the exchanges.
  - Name of exchange:
    - Is the exchange batch or real-time?
    - How is the exchange implemented (FTP, e-mail, EDI, Web Services, etc.)?
    - Does the system provide or consume information or both?
    - What access method is used to extract data from or load data into your system?

## Data Extraction and Reporting Capabilities

- Does your current system create or have the ability to create a NIBRS or UCR report/export file?
  - If yes, in what format? How is this done?
  - If no, how do you report NIBRS? State website? Other?
  - What reporting methods are available for submitting UCR/NIBRS data?
- Describe other data extraction capabilities. Examples include, but are not limited to
  - Comp Stat reports
  - Canned reports for supervisors
  - Ad hoc reports
  - All of the above
- Describe how statistical/analytical reports are created.
  - RMS has built-in reporting capabilities (e.g., canned reports, dashboards, etc.)
  - Ad hoc reports created in SQL, etc.
  - Combination of all of the above

## Operational Impacts

- Describe procedural changes that will need to be made to support NIBRS reporting. Examples include, but are not limited to
  - Reporting multiple offenses in a single incident
  - Enforcement of additional NIBRS validation requirements
  - Changes to report creation and/or data entry process
  - Changes to Law Enforcement Killed or Assaulted and/or hate crime reporting procedures
  - Collection of additional data elements and values

## Training

- Describe anticipated training needs
  - NIBRS reporting requirements and validation rules

- New reporting procedures
- Software training
- Information about how crime statistics may appear to change

## Cost Assessment

- If available, provide cost estimates for making the transition to NIBRS. This can include multiple options (e.g., in-house development, commercial off-the-shelf [COTS] solutions, etc.).
- Include information about all anticipated costs. Examples include, but are not limited to
  - Software upgrades or replacement
  - Hardware upgrades or replacement
  - Training for officers and support personnel
  - Increased workload for officers and support personnel
  - Public outreach and information efforts
- If known, describe how the department plans to fund the transition to NIBRS
  - NCS-X grant request
  - State funds
    - Subgrant from state NIBRS implementation grant
    - Legislative appropriation
  - Local funds
  - Combination of any (or all) of the above

## Summary

- Describe whether the department is willing to transition to NIBRS
- Describe any technical, political, or financial barriers to making the transition to NIBRS
- Describe the anticipated timeframe for making the transition to NIBRS
- Describe any additional technical assistance needed from the state UCR program and/or the NCS-X team. Examples include, but are not limited to
  - Developing or reviewing RFP
  - Education and outreach materials
  - NIBRS training for officers and support staff

Appendix A – Technical Readiness Response Tables

NIBRS Standard Requirement	Your Agency's Response
Able to collect information about all offenses in an incident	
Detailed offense code assigned to each offense in an incident	
Demographic information stored for each victim in an incident	
Victim injury stored for each victim in an incident	
Demographic information stored for each known offender in an incident	
Relationship between each victim and offender stored for all offenses in an incident	
Track multiple clearances	
Track whether an incident was exceptionally cleared	
Record and store exceptional clearance date	

Data Element #	Description	NIBRS Code Values	Data are collected or can be derived (C/D/Not Available)	Comments
1	ORI	0-9, A-Z		
2	Incident Number	0-9, A-Z		
2A	Cargo Theft	Y/N		
3	Incident Date	YYYYMMDD		

<b>Data Element #</b>	<b>Description</b>	<b>NIBRS Code Values</b>	<b>Data are collected or can be derived (C/D/Not Available)</b>	<b>Comments</b>
4	Cleared Exceptionally	A = Death of Offender. B = Prosecution Declined (by the prosecutor for other than lack of probable cause). C = In Custody of Other Jurisdiction. D = Victim Refused to Cooperate (in the prosecution). E = Juvenile/No Custody (the handling of a juvenile without taking him/her into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense, such as petty larceny). N = Not Applicable (not cleared exceptionally)		
5	Exceptional Clearance Date	YYYYMMDD		
6	UCR Offense Code	3-Character Alphanumeric		
7	Offense Attempted/Completed	A = Attempted C = Completed		
8	Offender Suspected of Using	A = Alcohol C = Computer Equipment D = Drugs/Narcotics N = Not Applicable		
8A	Bias Motivation	2 character numeric		
9	Location Type	2 character numeric		
10	Number of Premises Entered	Mandatory when Data Element 6 (UCR Offense Code) is 220 = Burglary/Breaking & Entering and Data Element 9 (Location Type) is 14 = Hotel/Motel/Etc. or 19 = Rental Storage Facility.		
11	Method of Entry	F = Force N = No Force		

Data Element #	Description	NIBRS Code Values	Data are collected or can be derived (C/D/Not Available)	Comments
12	Type Criminal Activity/Gang Information	B = Buying/Receiving C = Cultivating/Manufacturing/Publishing (i.e., production of any type) D = Distributing/Selling E = Exploiting Children O = Operating/Promoting/ Assisting P = Possessing/Concealing T = Transporting/Transmitting/Hauling U = Using/Consuming Gang Information J = Juvenile Gang G = Other Gang N = None/Unknown		
13	Type Weapon/Force Involved	11 = Firearm 12 = Handgun 13 = Rifle 14 = Shotgun 15 = Other Firearm 20 = Knife/Cutting instrument 30 = Blunt Object 35 = Motor Vehicle 40 = Personal Weapons 50 = Poison 60 = Explosives 65 = Fire/Incendiary Device 70 = Drugs/Narcotics/Sleeping Pills 85 = Asphyxiation 90 = Other 95 = Unknown 99 = None		

Data Element #	Description	NIBRS Code Values	Data are collected or can be derived (C/D/Not Available)	Comments
14	Type Property Loss/Etc.	1 =None 2 = Burned (includes damage caused in fighting the fire) 3 = Counterfeited/Forged 4 = Destroyed/Damaged/Vandalized 5 =Recovered (to impound property that was previously stolen) 6 = Seized (to impound property that was not previously stolen) 7 = Stolen/Etc. (includes bribed, defrauded, embezzled, extorted, ransomed, robbed, etc.) 8 =Unknown		
15	Property Description	2-Character Numeric		
16	Value of Property	\$0-\$999,999,999		
17	Date Recovered	YYYYMMDD		
18	Number of Stolen Motor Vehicles	2-Character Numeric		
19	Number of Recovered Motor Vehicles	2-Character Numeric		

Data Element #	Description	NIBRS Code Values	Data are collected or can be derived (C/D/Not Available)	Comments
20	Suspected Drug Type	A = Crack Cocaine B = Cocaine (All forms except Crack) C =Hashish D =Heroin E = Marijuana F = Morphine G = Opium H = Other Narcotics I =LSD J =PCP K = Other Hallucinogens L = Amphetamines/Methamphetamines M = Other Stimulants N = Barbiturates O = Other Depressants P = Other Drugs U = Unknown Drug Type X = Over 3 Drug Types		
21	Estimated Drug Quantity	12-Character Numeric		
22	Type Drug Measurement	DU = Dosage Units/Items FO = Fluid Ounce GL= Gallon GM = Gram KG = Kilogram LB = Pound LT = Liter ML = Milliliter NP = Number of Plants OZ = Ounce XX = Not Reported		
23	Victim Sequence Number			

Data Element #	Description	NIBRS Code Values	Data are collected or can be derived (C/D/Not Available)	Comments
24	Victim Connected to UCR Offense Code	3-Character Alphanumeric		
25	Type of Victim	B = Business F = Financial Institution G = Government I = Individual L = Law Enforcement Officer O =Other R = Religious Organization S = Society/Public U = Unknown		
25A	LEOKA – Type of Officer Activity/Circumstance	01 =Responding to Disturbance Call (Family Quarrels, Person with Firearm, Etc.) 02 = Burglaries in Progress or Pursuing Burglary Suspects 03 =Robberies in Progress or Pursuing Robbery Suspects 04 = Attempting Other Arrests 05 = Civil Disorder (Riot, Mass Disobedience) 06 = Handling, Transporting, Custody of Prisoners 07 = Investigating Suspicious Persons or Circumstances 08 =Ambush-No Warning 09 = Handling Persons with Mental Illness 10 = Traffic Pursuits and Stops 11 = All Other		

Data Element #	Description	NIBRS Code Values	Data are collected or can be derived (C/D/Not Available)	Comments
25B	LEOKA – Officer Assignment Type	For Uniformed Law Enforcement Officers: F = Two-Officer Vehicle G = One-Officer Vehicle (Alone) H = One-Officer Vehicle (Assisted) For Non-uniformed Officers: I = Detective or Special Assignment (Alone) J = Detective or Special Assignment (Assisted) For Law Enforcement Officers Serving in Other Capacities (foot patrol, off duty, etc.): K = Other (Alone) L = Other (Assisted)		
25C	LEOKA – Officer – ORI Other Jurisdiction	9-Character Alphanumeric		
26	Age of Victim	NN = Under 24 Hours NB = 1- 6 Days Old BB = 7- 364 Days Old 01- 98 = Years Old 99 = Over 98 Years Old OO= Unknown		
27	Sex of Victim	F = Female M =Male U = Unknown		
28	Race of Victim	W = White B = Black or African American I = American Indian or Alaska Native A =Asian P = Native Hawaiian or Other Pacific Islander U= Unknown		
29	Ethnicity of Victim	H = Hispanic or Latino N = Not Hispanic or Latino U=Unknown		

Data Element #	Description	NIBRS Code Values	Data are collected or can be derived (C/D/Not Available)	Comments
30	Resident Status of Victim	N = Nonresident R = Resident U =Unknown		
31	Aggravated Assault/Homicide Circumstances	13A = Aggravated Assault 09A = Murder and Nonnegligent Manslaughter (enter up to two) 01 = Argument 02 = Assault on Law Enforcement Officer 03 = Drug Dealing 04 = Gangland (Organized Crime Involvement) 05 = Juvenile Gang 06 = Lovers' Quarrel 07 = Mercy Killing (Not applicable to Aggravated Assault) 08 = Other Felony Involved 09 = Other Circumstances 10 = Unknown Circumstances 09B = Negligent Manslaughter (enter only one) 30 = Child Playing With Weapon 31 = Gun-Cleaning Accident 32 =Hunting Accident 33 =Other Negligent Weapon Handling 34 =Other Negligent Killing 09C = Justifiable Homicide (enter only one) 20 = Criminal Killed by Private Citizen 21 = Criminal Killed by Police Office		

Data Element #	Description	NIBRS Code Values	Data are collected or can be derived (C/D/Not Available)	Comments
32	Additional Justifiable Homicide Circumstances	A = Criminal Attacked Police Officer and That Officer Killed Criminal B = Criminal Attacked Police Officer and Criminal Killed by Another Police Officer C = Criminal Attacked a Civilian D = Criminal Attempted Flight From a Crime E = Criminal Killed in Commission of a Crime F = Criminal Resisted Arrest G = Unable to Determine/Not Enough Information		
33	Type Injury	N = None B = Apparent Broken Bones I = Possible Internal Injury L = Severe Laceration M = Apparent Minor Injury O = Other Major Injury T = Loss of Teeth U = Unconsciousness		
34	Offender Number to be Related	2-Character Numeric		

Data Element #	Description	NIBRS Code Values	Data are collected or can be derived (C/D/Not Available)	Comments
35	Relationship of Victim to Offender	SE = Victim Was Spouse CS = Victim Was Common-Law Spouse PA = Victim Was Parent SB = Victim Was Sibling CH = Victim Was Child GP = Victim Was Grandparent GC = Victim Was Grandchild IL = Victim Was In-law SP = Victim Was Step-parent SC = Victim Was Step-child SS = Victim Was Step-sibling OF = Victim Was Other Family Member AQ = Victim Was Acquaintance FR = Victim Was Friend NE = Victim Was Neighbor BE = Victim Was Babysitter BG = Victim Was Boyfriend/Girlfriend CF = Victim Was Child of Boyfriend/Girlfriend HR = Homosexual Relationship XS = Victim Was Ex-Spouse EE = Victim Was Employee ER = Victim Was Employer OK = Victim Was Otherwise Known RU = Relationship Unknown ST = Victim Was Stranger VO = Victim Was Offender		
36	Offender Sequence Number	2-Character Numeric		
37	Age of Offender	01- 98 = Years Old 99 = Over 98 Years Old OO = Unknown		

<b>Data Element #</b>	<b>Description</b>	<b>NIBRS Code Values</b>	<b>Data are collected or can be derived (C/D/Not Available)</b>	<b>Comments</b>
38	Sex of Offender	F = Female M = Male U = Unknown		
39	Race of Offender	W = White B = Black or African American I = American Indian or Alaska Native A = Asian P = Native Hawaiian or Other Pacific Islander U = Unknown		
39A	Ethnicity of Offender	H = Hispanic or Latino N = Not Hispanic or Latino U = Unknown		
40	Arrestee Sequence Number	2-Character Numeric		
41	Arrest Transaction Number	12-Character Alphanumeric		
42	Arrest Date	YYYYMMDD		
43	Type of Arrest	0 = On-View Arrest S = Summoned/Cited T = Taken Into Custody		
44	Multiple Arrestee Segments Indicator	C = Count Arrestee M = Multiple N = Not Applicable		
45	UCR Arrest Offense Code	3-Character Alphanumeric		
46	Arrestee Was Armed With	01 = Unarmed 11 = Firearm (type not stated) 12 = Handgun 13 = Rifle 14 = Shotgun 15 = Other Firearm 16 = Lethal Cutting Instrument 17 = Club/Blackjack/Brass Knuckles		

<b>Data Element #</b>	<b>Description</b>	<b>NIBRS Code Values</b>	<b>Data are collected or can be derived (C/D/Not Available)</b>	<b>Comments</b>
47	Age of Arrestee	01- 98 = Years Old 99 = Over 98 Years Old OO = Unknown		
48	Sex of Arrestee	F = Female M=Male		
49	Race of Arrestee	W = White B = Black or African American I = American Indian or Alaska Native A =Asian P = Native Hawaiian or Other Pacific Islander U = Unknown		
50	Ethnicity of Arrestee	H = Hispanic or Latino N = Not Hispanic or Latino U = Unknown		
51	Resident Status of Arrestee	R = Resident N = Nonresident U = Unknown		
52	Disposition of Arrestee Under 18	H = Handled Within Department R = Referred to Other Authorities		
53	Animal Cruelty	A = Simple/Gross Neglect (failure to provide food, water, shelter, veterinary care, or intentionally or knowingly withholding food or water) I = Intentional Abuse and Torture F = Organized Abuse (dog fighting and cock fighting) S =Animal Sexual Abuse (bestiality)		Effective January 1, 2016